



## International Mail Manual

Issue 27

June 30, 2002

- A. Purpose.** The *International Mail Manual* (IMM) sets forth the policies, regulations, and procedures governing international mail services provided to the public by the U.S. Postal Service.
- B. Explanation.** Issue 27 replaces Issue 26 of the IMM. It contains all IMM revisions published in the *Postal Bulletin* from December 13, 2001, through June 13, 2002. Items published in the *Postal Bulletin* after June 13, 2002, are effective but have not been incorporated into Issue 27. In addition, Issue 27 corrects printing and format errors and omissions in Issue 26. Recycle Issue 26 and all previous issues of the IMM.
- C. Summary of Changes and Change Bars.** The Summary of Changes contains a description of the changes made to the manual since Issue 26. In chapters 1–9, a change bar (a vertical line in the margin) signals that the adjacent text has been revised.
- D. Forms Index.** In the Forms Index, each form mentioned in the IMM is cross-referenced to each section that contains a reference to that form. By using the Forms Index, if you know the title or number of a form, you will be able to find every section in the manual that contains a reference to that form.
- E. Distribution.** The IMM is distributed to all postal facilities. If you need additional copies, order them as follows:
- Touch Tone Order Entry (TTOE): Call 800-332-0317, choose option 1, then option 2.  
**Note:** You must be registered to use TTOE. To register, call 800-332-0317, choose option 8, extension 2925, and follow the prompts to leave a message (wait 48 hours after registering before you place your first order).
  - E-mail: Complete PS Form 7380, *MDC Supply Requisition* (manually or using F3Fill), and send it as an attachment to the e-mail address *MDC Customer Service* or to *mcustome@email.usps.gov*.
  - Mail a completed PS Form 7380 to the following address:  
SUPPLY REQUISITIONS  
MATERIAL DISTRIBUTION CENTER  
500 SW GARY ORMSBY DR  
TOPEKA KS 66624-9704
- F. Sale to the Public.** The IMM is available to the public on a subscription basis only from the Superintendent of Documents, Government Printing Office (telephone number: 202-512-1800). The subscription price for two issues is \$37 to addresses in the United States and \$51.80 to all foreign addresses. Turn to the third page of this manual for instructions and an order form.
- G. Comments.** If you cannot find or understand certain material or discover that topics were omitted, send a memo outlining the problem through management channels to:
- INTERNATIONAL BUSINESS  
US POSTAL SERVICE  
1735 N LYNN ST RM 2018  
ARLINGTON VA 22209-6020
- H. Effective Date.** Issue 27 is effective June 30, 2002.

A handwritten signature in black ink that reads "James P. Wade".

James P. Wade  
Vice President  
International Business

